

**IMPERIAL VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF TRUSTEES**
Adopted Minutes

Meeting of September 11, 2025
Imperial Valley Regional Occupational Program Main Office

CALL TO ORDER: Alicia Armenta called the meeting to order at 6:35 a.m. The following persons were present:

Alicia Armenta, Board President, Imperial County Office of Education
Fabiola Calderon, Calexico Unified School District
Deby Ellet, Board Member, Central Union High School District
Raul Navarro, Board Member, Calipatria Unified School District
Gloria Santillan, Clerk of the Board, Brawley Union High School District
Gabriel Aguirre, Project Coordinator, Imperial Valley ROP
Vicente Ayala, Director of Business & Human Services, Imperial Valley ROP
Adriana Hernandez, Project Coordinator, Imperial Valley ROP
Edwin P. Obergfell, Superintendent, Imperial Valley ROP
Maria Pantoja, Project Coordinator, Imperial Valley ROP
Wendy Ramirez, Office Manager, Imperial Valley ROP
Stephanie Sandoval, Data Manager, Imperial Valley ROP

PLEDGE OF ALLEGIANCE: Alicia Armenta led the pledge of allegiance.

PUBLIC COMMUNICATIONS: None.

INTRODUCTIONS/ ANNOUNCEMENTS: None.

CONSENT AGENDA: A motion was made by Gloria Santillan and seconded by Raul Navarro to approve the items on the Consent Agenda as presented. ***Motion carried unanimously.***

- Minutes of August 21, 2025, Regular Meeting;
- July '25 Warrant Order #'s: 26334753-26334834; and August '25 Warrant Order #'s: 26335321-26335421; 26335968-26336016; 26336750-26336805.

PERSONNEL: ***APPOINTMENT OF PERSONNEL.*** A motion was made by Raul Navarro and seconded by Deby Ellett to approve the appointment of personnel Cassandra Cazares and Ruben Lozano-Sumaya. ***Motion carried unanimously.***

RESIGNATION. A motion was made by Gloria Santillan and seconded by Raul Navarro to approve the resignation of Alejandra Angulo, Ashley Jackson, and Juan G. Gonzalez. **Motion carried unanimously.**

FY2025-2026 FRINGE BENEFITS. A motion was made by Fabiola Calderon and seconded by Deby Ellett to approve the FY2025-2026 Fringe Benefits. **Motion carried unanimously.**

NEW BUSINESS:

2024-2025 UNAUDITED ACTUALS WITH 2025-2026 UPDATED FINANCIAL REPORT. Vicente Ayala thanked the board, Edwin P. Obergfell, and the clerical staff for their support over the past few months. He reviewed the 2024-2025 Unaudited Actuals with 2025-2026 Updated Financial Report. A motion was made by Gloria Santillan and seconded by Fabiola Calderon to approve the 2024-2025 Unaudited Actuals with 2025-2026 Updated Financial Report. **Motion carried unanimously.**

JOB DESCRIPTION FOR EXECUTIVE DIRECTOR. Edwin P. Obergfell explained the Executive Director job description was provided to the board for their review and direction. After the board reviews and approves the draft for the Executive Director it will be provided to the attorney to make sure all the legal requirements are included in the job description. Raul Navarro asked if the IVROPCF was included in the job description. Deby Ellett pointed out that the IVROPCF was included in the job description. Edwin P. Obergfell informed the board that the Administrative Credential and the teaching description are the difference between the Superintendent position and the Executive Director position. Gloria Santillan asked regarding the preferred qualifications and the desirable qualifications. Gloria Santillan asked the board if they would like the applicant to have a master's degree in education. Fabiola Calderon suggested removing the desirable qualifications from the job description. She requested for the bullets under desirable qualifications be merged with the preferred qualifications and remove any redundant information. Fabiola Calderon requested to have a minimum qualifications section added to the Executive Director job description. She suggested adding a bachelor's degree in education, years of progressive leadership experience and education. Gloria Santillan requested ten years of experience in leadership. Fabiola Calderon explained that ten years of leadership experience is ten years of management experience. Alicia Armenta said she would like to add bilingual proficiency. Fabiola Calderon clarified that we would ask the attorney if bilingual proficiency could be added as a requirement. Alicia Armenta said it could be left out if it is questionable. Fabiola Calderon asked the board if knowledge of ROCP and CTE was important. Edwin P. Obergfell said he felt it was important for the Executive Director to have some knowledge of ROCP, CTE, and WIOA. Gloria Santillan asked for the words "In depth" to be removed from the last bullet under the preferred qualifications. Have the last bullet under preferred qualifications start with, Knowledge of California's... Wendy Ramirez confirmed with the board that the three bullets under minimum requirements would be: bachelor's degree, minimum of ten years of leadership experience, and bilingual proficiency. If the attorney does not approve bilingual proficiency in the minimum requirements move the bilingual proficiency to the preferred qualifications. Edwin P. Obergfell informed the board that once Wendy Ramirez incorporates the requested changes to the Executive Director job description, she will email the revised document to the board using blind carbon copy to ensure compliance with the Brown Act. The board members may then review the updated description and notify either Wendy Ramirez or Edwin P. Obergfell if any revisions were overlooked. Edwin P. Obergfell added that the board will have one final opportunity to review and edit the document before it is sent to the attorney for their review. Gloria Santillan asked for the fourth bullet (Demonstrated success in managing complex budgets...) under preferred qualifications to move to minimum requirements. Fabiola Calderon clarified to the board that the master's degree in education was to stay under preferred and the bachelor's degree would be placed under minimum qualifications. Raul Navarro asked regarding the salary. Fabiola Calderon explained that the salary would not be included in the job description. Wendy Ramirez informed him that the salary would be included in the job announcement. Edwin P. Obergfell reminded the board that the salary would be

the range the board agreed on, and it could be negotiable. Raul Navarro asked if the board would be looking at interview questions. Edwin P. Obergfell told Raul Navarro that yes, the board would be reviewing the interview questions. The board asked for the final version of the Executive Director job description to be placed on the October board agenda for final board approval. Edwin P. Obergfell clarified with the board that if we do not receive a response from the board with additional changes, we will assume that the revised draft is ready to be emailed to the attorney for her review and approval. At the October board meeting the board will see a draft of the Executive Director job description edited by the board and the attorney. Raul Navarro asked for the board to be provided with a deadline to respond to the email. **Edwin P. Obergfell said that the following would be included in the email sent to the board: if you don't respond to this by such date and time, we will assume that you are in approval.**

SUPERINTENDENT AND EXECUTIVE DIRECTOR SEARCH TIMELINE. Edwin P. Obergfell said the Superintendent and Executive Director Search Timeline is still a draft. Gloria Santillan asked how the job announcement would be posted. She explained some districts use a consultant. Edwin P. Obergfell told the board that he didn't think a consultant would be needed. He explained that hiring a consultant could be expensive. Edwin P. Obergfell said if the board chose to use a consultant he could look into the cost. Edwin P. Obergfell shared when he went through the Superintendent hiring process the IVROP Board interviewed him. Wendy Ramirez informed the board that all job announcements were provided to all the school districts. Edwin P. Obergfell said the job announcements also get posted on EdJoin, Indeed, and CalJobs. Deby Ellett said she would like someone from the community to be part of the interview process. Edwin P. Obergfell suggested having someone from the IVROPCF to be part of the interview process. Gloria Santillan shared that in the district each board would recommend a community member. A community member would be selected from the recommendations. Gloria Santillan informed the board that the interviews can be as complex or simple as the board wants them to be. **Edwin P. Obergfell informed the board that he would remove Superintendent from the timeline so it will state Executive Director Timeline.** A motion was made by Deby Ellett and seconded by Gloria Santillan to approve the removal of the superintendent title and keep this a living document. **Motion carried unanimously.**

COMPARISON OF HIRING A SUPERINTENDENT VS. EXECUTIVE DIRECTOR. Edwin P. Obergfell pointed out that the salary range would be the only value for the comparison. The salary for the Executive Director can be negotiable depending on qualifications and so many other things. The board will need to come up with an approved range at a later date. The board asked Edwin P. Obergfell to look into the internal salary for management. Edwin P. Obergfell said he would look at the highest paid manager as the lowest range for the Executive Director position. Raul Navarro asked Edwin P. Obergfell to provide his recommendation on the salary range. The board will make the final decision.

IVROPCF STIPENDS FOR THE SUPERINTENDENT AND OFFICE MANAGER. The board explored and discussed at length the possibilities for the Executive Director and the Office Manager. The Board also received information from Edwin P. Obergfell about Exempt and Non-Exempt employment status, California Education Code § 45256 - Classified, along with California Official Notice, Industrial Welfare Commission Order No. 4-2001, Professionalism, Technical, Clerical, Mechanical, and Similar Position. No action was taken.

INFORMATIONAL ITEMS:

MONTHLY BUDGET UPDATE. Edwin P. Obergfell reviewed the Monthly Budget Update. He pointed out that sixteen percent was ROP funding and eighty-four percent was grant funding on the 2025-2026 budget breakdown. The board requested for the in-direct to be added to the budget breakdown pie.

IVROP COMMUNITY FOUNDATION. Edwin P. Obergfell informed the board that the IVROPCF Board has a meeting scheduled for September 16th. The IVROPCF Board will be awarding ten CTSO Scholarships for a total of \$10,000. Adriana Hernandez will email the board the CTSO Scholarship information. Wendy Ramirez has been securing the 2026 vendors for the DWTS.

Deby Ellett departed the meeting at 8:01 a.m.

CTE UPDATE. Adriana Hernandez provided the CTE Update. Adriana Hernandez informed the board that most MOAs will need to be renewed this year. We will be reaching out to the districts for the 2026-2026 school years. Holtville High School is the only school renewing the MOA annually. Imperial High School renewed the MOA at a later date than the other districts. A partnership was established with Imperial Pathways Charter and Brawley Elementary School District. Heber approached us to develop an agreement also. The CTSO Leadership Scholarship was emailed out to all teachers on Tuesday, September 9th. An email was also sent out to all administrators that oversee CTE on Wednesday, September 10th. IVROPCF will be awarding ten IVROPCF CTSO Leadership Scholarships. Edwin P. Obergfell asked Adriana Hernandez to email the IVROPCF CTSO Leadership Scholarship information to the board. Adriana Hernandez shared she didn't have an update for READY4Life. It seems READY4Life will be awarded a no-cost extension up to December 2025, but it has not been formalized. We don't have an update on the grants that were submitted to the Office of Family Assistance. Adriana Hernandez shared that two staff members and READY4Life management would be kept on board. Edwin P. Obergfell informed that board if allowed there is money to continue with READY4Life through December. Adriana Hernandez reminded the board that the IVROP Regional Advisory is scheduled for October 3rd at Imperial Valley College. Information was already sent out to teachers, counselors, administrators, and industry members. Adriana Hernandez said she would email the registration information to the board if they are interested in attending the IVROP Regional Advisory.

PRESENTATION: None.

CORRESPONDENCE: None.

LEGISLATION: None.

OTHER: **ARTICLES.** Alicia Armenta referred to the Imperial Valley Press articles dated August 9, 12, 15, 19, 2025.

EVENTS. Edwin P. Obergfell extended an invitation to the board to the events.

IVROP/IVROPCF NEWSLETTERS. None.

**BOARD AND
SUPERINTENDENT
COMMENTS:**

Alicia Armenta thanked staff for everything. Everything runs smoothly.

Fabiola Calderon congratulated Guillermo Macias, IVROP Employee of the Month. He has been with IVROP for fourteen and a half years.

Raul Navarro had nothing to report.

Gloria Santillan said thank you for the audit. Everything is going smoothly.

Edwin P. Obergfell said the Responsible Fatherhood, Health Marriage and Relationship and the READY4Life grants are still pending. There will probably be an announcement at the end of this month. The READY4Life grant would be close to a million dollars, and the other two grants would be seven-hundred fifty thousand each. Adriana Hernandez, Chantel Gerardo, and Alyssa attended a career education community forum hosted by IVC. Wendy Ramirez, Edwin P. Obergfell, Adrian Gonzalez, and Gabriel Aguirre attended the California Workforce Association conference in Monterey. Edwin P. Obergfell thanked the board and said he is happy with the staff that we have. The operation runs smoothly. All of it has to do with the great work that all staff do from the custodians.

NEXT MEETING: The next IVROP Board Meeting was scheduled for Thursday, October 16, 2025, at 6:30 a.m., at Imperial Valley Regional Occupational Program (IVROP) Main Office.

ADJOURNMENT: The meeting adjourned at 8:12 a.m.